

**EXTERNAL STANDARD OPERATING
PROCEDURES**

CENTRAL ISSUE FACILITY

**UNITED STATES ARMY GARRISON
HEIDELBERG**

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CENTRAL ISSUE FACILITY (CIF)

External Standard Operating Procedures (SOP)

1. SUMMARY. This external SOP prescribes general policies and outlines responsibilities and procedures for the issue, exchange, and accountability of organizational clothing and individual equipment drawn from CIF within the realm of the United States Army Garrison Heidelberg (USAG-HD).

Applicability. This regulation applies to all individuals, units, activities, commanders and organizations supported by and doing business with the CIF.

Suggested Improvements. The proponent of this external SOP is the Directorate of Logistics (DOL), CIF Advisor (USAG-HD, Supply & Services Division). Users may send suggestions to improve this external SOP to the Commander, USAG-HD, ATTN: AEUSG-MA-LS-CIF, Unit 29237, APO AE 09102-9237.

Distribution. Distribute to all units and organizations drawing support from USAG-HD.

2. PURPOSE. This external SOP assigns responsibilities, prescribes general policies, and outlines operating procedures for Organizational Clothing and Individual Equipment (OCIE) at CIFs located within the USAG-HD area of responsibility.

3. REFERENCES.

- a. [AR 710-2](#), SUPPLY POLICY BELOW THE NATIONAL LEVEL, 25 Feb. 04.
- b. [AER 710-2](#), Supply Policy Below the Wholesale Level ARMY USAREUR REGULATION, 16 Jan. 04.
- c. [AR 735-5](#), Policies and Procedures for Property Accountability, 10 Jun 02.
- d. [AR 700-84](#), Issue and Sale of Personal Clothing, 28 Feb 94.
- e. [DA PAM 710-2-2](#), Supply Support Activity Supply System: Manual Procedures, 30 Sep 98.
- f. [DA PAM 710-2-1](#), Using Unit Supply System (Manual Procedures), 31 Dec 97.
- g. [AR 25-400-2](#), The Army Records Information Management System, 18 Mar 03.
- h. CTA 50-900, Clothing and Individual Equipment, 01 Sep 94.
- i. CTA 50-970, Expendable/Durable Items, 21 Sep 90.
- j. [TM 10-8400-203-23](#), General Repair Procedures for Individual Equipment, 07 May 90.

k. TM 10-8400-203-23 C11, General Repair Procedures for Individual Equipment, Change No. 11, 13 June 03.

(Note: All hyperlinks for the AR's and DA PAM's in the above reference list are located on the Army Publication Web Site http://www.usapa.army.mil/USAPA_PUB_series_P.asp. If the hyperlinks do not function properly please go to this website and search for the appropriate regulation.)

4. APPLICABILITY. This external SOP is applicable to all units and organizations supported by CIF within the USAG HD.

5. MISSION. The mission of the USAG-HD CIFs is to operate issue points for OCIE in support of all tenant units within their supported community. To accomplish this mission, the CIF stores, requests, receives, accounts, classifies, exchanges, provides repair of selected items, maintains records and files, and publishes operational procedures.

6. LOCATION AND OPERATING HOURS. The USAG-HD has one main CIF located in Mannheim (Spinelli Barracks), Bldg. 1515. DSN 384-6545 / 6583, and the Fax is DSN 384-6563.

In addition, the USAG-HD has 3 annexes in:

Heidelberg (PX Complex) DSN: 370-3339 / 3340, Bldg. 3850 RM 130

Darmstadt (Cambri Fritz Kaserne) DSN: 348-6126 / 7319, Bldg. 4017,

Kaiserslautern (Kleber Kaserne) DSN: 483-8672 / 8675, Bldg. 3225.

The hours of operation are indicated in [Appendix A](#).

7. RESPONSIBILITIES.

a. SCOPE.

- (1) Military personnel in the Army are responsible for the proper care and safekeeping of property issued to them, and in their custody. A signed hand receipt (i.e., DA Form 3161, DA Form 1150, DA Form 2062, DA Form 3645) is true evidence of property responsibility.
- (2) Responsibility can also be incurred based on possession of the property or the scope of the individual's duties or employment regardless of whether or not he/she has signed a hand receipt. When property becomes lost, damaged, or destroyed, adjustment documents must be initiated to account for the property and/or to obtain relief from responsibility and accountability. See [Appendix B](#).

b. OPERATION.

- (1) The CIFs are elements of the USAG-HD DOL, and operate in accordance with applicable regulations, directives and policies set forth by governing military authority.
- (2) The stock of OCIE in the CIFs is assigned within USAREUR Regulation 710-2-1, prescribing mandatory minimum allowance requirements. Automated OCIE records/DA Forms 3645/3645-1, are used to record OCIE transactions of issues, turn-ins, and direct exchanges between the servicing CIF and the individual customer.

c. CENTRAL ISSUE FACILITY (CIF) PROPERTY BOOK OFFICER (PBO).

- (1) Serves as Property Book Officer and directs the overall operation of the USAG-HD CIF/CIF Annex.
- (2) Ensures the Community out-processing procedures include the CIF on Installation Clearance Records.
- (3) Resolves customer complaints, which cannot be resolved by customer service personnel.

d. CENTRAL PROCESSING FACILITY (CPF). All CPFs are required to:

- (1) Ensure SSN, Name, Unit, MOS, ETS and DEROS are accurately filled out for each soldier in the USAREUR Community Automation System (UCAS).
- (2) Ensure soldiers have a copy of assignment orders on hand when reporting to the CIF for in processing.
- (3) Ensure timely appointments are made through UCAS for all in-processing and out-processing soldiers. If a surge of in/out-processing occurs contact the CIF for additional appointments.

e. COMMANDER.

- (1) Commanders and supervisors have a broad scope of responsibility, which includes managing and controlling the equipment issued to, and used by members of their command.
- (2) They must personally:
 - (a) Inspect and inventory soldiers' OCIE when returning from Field Training Exercise (FTX) or clearing.
 - (b) Ensure all OMIL authorized items are on hand.
 - (c) Ensure all issued OCIE is properly used and maintained.
 - (d) Ensure OCIE is protected from loss, damage or destruction.
 - (e) Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.
 - (f) Ensure inventories are conducted and documented when appropriate.
 - (g) Ensure unit OCIE property records are properly maintained.
- (3) Everyone responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing the command. For equipment damaged through other than fair-wear-and-tear ([FWT](#)), a

[damage statement](#) must be prepared in accordance with (IAW) AR 735-5, Chapter 14.

- (4) A Financial Liability Investigation (DD Form 200) must be initiated when negligence or misconduct is involved and liability is not admitted; or, when the damage exceeds the dollar limitation set by regulations. The CIF will not accept any equipment, which indicates the item, was damaged through neglect or misconduct of an individual, without a properly processed adjustment document.
- (5) Ensure that the policies, as outlined in this external SOP and cited references are enforced, and that accountability and individual maintenance of OCIE is accomplished.
- (6) Review unit supplemental authorizations annually or as mission requirements change.
- (7) Ensure that soldiers do not request the direct exchange of OCIE because of minor discolorations or flaws (condition code B), which do not impair the intended use of the item.
- (8) Stock and replace expendable OCIE issued initially by the CIF. Stock repair parts to support OCIE in the possession of soldiers (see Appendix E).

f. INDIVIDUAL.

- (1) Each soldier must inspect and account for equipment prior to signature. The soldier is responsible for reporting, on time, to the CIF for his/her appointment and in the proper uniform. It is the responsibility of the individual to ensure that all equipment issued is maintained clean and in serviceable condition. Soldiers are responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the "FWT" criteria.
- (2) Each soldier is responsible for ensuring that his/her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training exercises, or duty performance (i.e., guard duty) must be reported immediately to their supervisor or commander. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-ins to their chain of command for further investigation and/or processing.
- (3) Soldiers are not allowed to make entries (pencil or pen) on their copy of the clothing record. The individual is responsible for obtaining clearance from the CIF prior to PCS, ETS, ITT, retirement or resignation.

g. UNIT SUPPLY PERSONNEL.

- (1) Ensure that every soldier in the unit properly processes in and out of the CIF.

- (2) Maintain duplicate copies of clothing records and ensure that unit supply personnel and soldiers make no entries (pencil / pen) on unit copy of clothing record.
- (3) Conduct periodic/selective unit level inventories. See [Appendix C](#).
- (4) Reconcile individual due-outs of OCIE on a monthly basis with the CIF.
- (5) Ensure that soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.
- (6) Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.
- (7) Conduct, on a quarterly basis (three months from last reconciliation) a face-to-face reconciliation of OCIE records with the CIF. See [Appendix D](#).
- (8) Provide CIF with a copy of unit commander's assumption of command orders and update CIF files when there is a change of command.
- (9) Prepare and forward required signature cards (DA Form 1687) to the CIF, and ensure that expired DA Forms 1687 are replaced promptly.
- (10) Requisition expendable supplies for the performance of organizational maintenance. See [Appendix E](#).

8. POLICIES AND PROCEDURES.

a. APPOINTMENTS.

- (1) The CIF operates the in/out processing of personnel on an appointment basis. In/out-processing appointments are made by the CPF. Non-USAREUR service members (civilians, Air Force, and reserves) will need to contact the CIF directly to set-up their CIF appointments.
- (2) Appointments for issues will be made by the CPF upon arrival of an individual. If unforeseen circumstances preclude completion of service to a soldier at an appointed time, arrangements will be made to handle any remaining transactions at a later date.
- (3) Appointments for turn-ins (clearing) is made by the CPF. When service members pick-up their clearing papers, the CPF will set the appointment for their turn-in, this will be printed on the clearing papers.
- (4) Failure to be on time for CIF appointments will result as a No-Show (No-Show is when the individual is more than five minutes late). If individual is a No-Show the appointment will have to be re-scheduled through CPF for another day.
- (5) Mannheim, Heidelberg, and Darmstadt CIFs will be **CLOSED** on all [American holidays](#), scheduled inventories, and/or as directed. The

Kaiserslautern CIF will be closed on all [German holidays](#) scheduled inventories, and/or as directed.

- (6) Smoking is not allowed anywhere in the facilities.

b. IN-PROCESSING (ISSUES).

- (1) All military personnel assigned to units supported by the USAG-HD must in-process through their respective CIF. The soldiers will be issued the items listed on the OCIE Mandatory Issue List ([OMIL](#)) (see [Table 1](#)),
- (2) All personnel in-processing at the CIF must meet the following criteria in order to be serviced, regardless of whether equipment is issued or not:
 - (a) Be in duty uniform.
 - (b) Possess valid military ID card.
 - (c) Provide one copy of orders assigning service member to their unit, to be retained by the CIF in the soldier's clothing record. (Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders. Orders assigning individuals to a Replacement Detachment in Germany are NOT sufficient evidence to provide support to a soldier.)
- (3) Soldiers not assigned to a MOS, but requiring an issue of USAREUR authorized MOS-related supplemental OCIE, MUST have a memorandum signed by their company commander, verifying that the individual is working full-time in that MOS and requires the equipment. AER 710-2-1.
[See Appendix F.](#)
- (4) Emergency Essential Civilians ([EEC](#)) – Department of Defense, Federal Employees **ONLY** - requiring issue of OCIE for special projects/deployments, will provide a memorandum to the CIF from their commander, as depicted in [Appendix F, Figure F-2](#).
- (5) In cases where a Financial Liability Investigation (FLI) (DD Form 200), Statement of Charges (SOC), or a Cash Collection Voucher (CCV) (DD Form 362) has been processed against an individual, and referenced item is not available at the CIF, the OCIE Record will be adjusted.
- (6) New Equipment Fielding: When new items of OCIE are received for initial fielding to units, issue procedures will be coordinated between the CIF PBO / Managers and supported units. Typically, non-sized items will be issued in bulk to the unit for further issue to the individual soldier on DA Form 3161. DA Forms 3161 will be returned to the CIF for inclusion with the individual's OCIE Record. To the greatest extent possible, sized items of OCIE will be issued directly to the soldier by the CIF.

c. OUT PROCESSING (TURN-IN).

- (1) All soldiers assigned to units or elements supported by the USAG-HD must out-process through the CIF. Individual soldiers are not authorized to make an appointment for turn-ins. Appointments are made through the CPF.
- (2) Soldiers needing a copy of their individual clothing record to conduct an inventory of their OCIE issue items prior to their clearing appointment will report to CIF during walk-in hours to have this request filled, **NOT** during appointment times.
- (2) Before customers turn in their OCIE, they must do an inventory with their unit supply or NCOIC and prepare an adjustment paper (CCV, SOC or FLI) for missing items and follow procedures in [paragraph 9f](#) before they come to their CIF appointment. Only complete inventory of OCIE will be accepted. No partial turn-ins; appointments are not to be used as an inventory to see what is missing. Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE.
- (3) Upon a customer's clearance of the CIF, certain "carry forward" items of OCIE will accompany the individual to his/her next duty assignment. You will find these items with (note 3) beside them in the OMIL (see [Table 1](#)) and identified by an asterisk (*) on the OCIE Record.
- (4) Aviation personnel who remain on flying status (must show "FLIGHT STATUS" orders to CIF) will retain flight gear with the exception of the Kit Bag Flyer's; Hood Flyers, and Heavy Weight Jacket, which will be turned in if issued by the USAG-HD CIF.
- (5) Failure to complete a turn-in during the appointed time (due to soiled/missing equipment and/or tardiness) will require that the soldier return to the CIF for the complete turn-in of OCIE. The soldier will utilize the walk-in times or as directed to finish their clearing.
- (6) OCIE will be returned to the same CIF site from which the issue was made unless the customer was reassigned, after the initial issue, to a unit served by another location.
- (7) Soldiers out-processing the CIF must have in their possession, Installation Clearance Record, orders and OCIE to be turned-in and, if applicable, documentation to account for missing or unserviceable OCIE.
- (8) In cases when another individual is required to clear a customer (e.g., AWOL's, MEDEVAC's, etc.) the individual turning-in the equipment will have a memorandum from the unit commander authorizing the turn-in or clearing action. (DA Pam 710-2-1).
- (9) For damaged OCIE you will need a damage statement (See [Appendix B Fig. B-1](#)). When you are clearing you do **NOT** need to DX these items before your clearing appointment. These items will be turned-in just like the rest of your equipment on your turn-in appointment along with the damage statement.

d. INTRA-THEATER TRANSFER (ITT).

All personnel, who PCS as a result of an ITT, are required to clear the CIF; a copy of the individual's orders must be presented to the CIF prior to clearance papers being stamped. Individuals doing an ITT will keep all items of OCIE issued to them.

E. DIRECT EXCHANGE (DX).

- (1) Individual DX is conducted on a walk-in basis, during [designated hours](#), by the servicing CIF. All equipment must be clean, complete, and meet the required standards for exchange.
- (2) All equipment must be cleaned prior to DX. Equipment requiring organizational/individual maintenance will not be exchanged and the soldier will be directed to repair/clean the item as directed in FM 21-15 and TM 10-8400-203-23.
- (3) An individual is not authorized to exchange above the quantity issued to them on their DA Form 3645/3645-1.
- (4) Clothing records are not required for the exchange of non-sized items. OCIE not issued by the CIF to the individual and signed for on a DA Form 3645, will not be exchanged.
- (5) Serviceable equipment will not be exchanged for cosmetic reasons. (i.e., for change of command ceremonies).
- (6) The CIF personnel will only DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT).
 - (a) FWT is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred, solely because of normal and customary use of the item for its intended purpose.
 - (b) Consequently, any item rendered unserviceable as a result of an accident, failure to provide adequate maintenance, or improper care, will not be considered FWT damage and is subject to the provisions of AR 735-5.
 - (c) Equipment damaged through other than FWT must be accompanied with an adjustment document [damage statement (See [Appendix B Fig. B-1](#))] IAW AR 735-5.
- (7) The Kevlar Helmet / Advanced Combat Helmet have several replaceable components, and will not be direct exchanged because of a missing component. Unit supply rooms should have replaceable components available (see Appendix E).

f. INSPECTION AND REPAIR OF OCIE.

- (1) OCIE issued to individuals will be maintained in a clean and serviceable condition at all times. Each soldier is responsible for proper organizational maintenance, care, custody, and safeguarding, of all OCIE issued to them.
- (2) FM 21-15 provides guidance to individuals for the care and maintenance of individual clothing and equipment. All personnel are required to familiarize themselves with the contents of this field manual.
- (3) Commanders and supervisors are required to conduct OCIE record inventories IAW DA PAM 710-2-1.
- (4) Appendix H provides commanders additional information on serviceability standards for OCIE. This information is used by CIF personnel to determine OCIE serviceability at the time the individual clears the CIF and during the DX of equipment.

g. TEMPORARY LOANS.

- (1) Units requiring temporary loans will submit a memorandum to the CIF Manager/PBO requesting a temporary loan listing the items required and a full justification with regard to the intended use of the equipment and the dates required.
 - (a) Temporary loans of OCIE are permitted for training purposes only.
 - (b) Temporary loans will not be made for beautification purposes, to support change of commands or other ceremonies.
 - (c) All temporary loans will be for a period not to exceed 90 days.
- (2) Temporary Loan Procedures:
 - (a) Units requesting a temporary loan must have on file at the CIF, a copy of the company commander's assumption of command orders and a valid DA Form 1687. The CIF Manager will issue available items, retain the original, signed copy of DA Form 3161, and give the unit the duplicate copy.
 - (b) Temporary Loans of Equipment will be turned in no later than 90 days after issue. Units will establish an appointment for turn-in and must ensure that they bring with them the unit's copy of DA Form 3161. CIF personnel will inspect the items for cleanliness and serviceability and annotate both the unit and the CIF copy of DA Form 3161 showing the items returned and accounted for. Lost, damaged, or destroyed property will be accounted for IAW DA PAM 710-2-1.

9. MISCELLANEOUS.

- a. Females requiring maternity uniforms must bring a memorandum from their unit commander requesting the issue of maternity BDUs as well as a copy of their pregnancy profile, confirming their pregnancy.

- b. In those cases in which neither the individual nor the CIF has a soldier's clothing record, that individual's unit supply personnel will inventory the individual's equipment and provide the CIF and the individual a fair means of appraisal.
- c. Unit supply personnel are responsible for initiating SOC's, CCV's, and FLI's IAW AR 735-5.
- d. Unit supply personnel failing to update their files on a quarterly basis will result in their unit losing DX privileges until reconciliation is complete.
- e. SOC's and CCV's prepared IAW AR 735-5 by unit supply personnel will be assigned a document by CIF personnel . Once the customer receives a document number from the CIF, they will hand carry the SOC/CCV to Finance for processing. This action will clear the items from the customers hand receipt and the customer can turn-in the remaining equipment on their appointment.
- f. FLI are prepared IAW AR 735-5 by unit supply personnel. When loss of, or damage (through other than FWT) to OCIE occurs and liability is not admitted, the unit commander will initiate a FLI (DD Form 200). FLI will be prepared in accordance with AR 735-5. The initiated FLI will be forwarded (hand-carried if individual is clearing) to the CIF PBO / Manager for signature and assignment of a document number. The FLI will be processed through the chain of command of the individual responsible for the property at the time of the loss. The losing unit for OCIE not turned-in to the CIF will initiate a FLI when ETS'ing or retiring soldiers do not properly out-process. Once the customer receives a document number and a signature from the CIF PBO / Manager, the original copy of the FLI will be returned to the S-4 for processing. This action will clear the items from the customers hand receipt and the customer can turn-in the remaining equipment on their appointment.
- g. Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE.

Appendix A. Hours of Operation.

CIF Mannheim:

Phone: 384-6500/6545

Monday-Wednesday 07:30-09:00 EMERGENCIES only
 09:00-11:00 DXing
 11:00-12:00 Turn-ins (appt.)
 12:00-13:00 **CLOSED** (lunch)

13:00-15:00 Turn-ins (appt.)
15:00-16:00 EMERGENCIES only

Thursday 07:30-13:00 **CLOSED**
13:00-15:00 Turn-ins
15:00-16:00 EMERGENCIES only

Friday 09:00-12:00 **Initial Issues by appointments ONLY**
12:00-13:00 **CLOSED** (lunch)
13:00-16:00 **Initial Issues by appointments ONLY**

CLOSED ON ALL AMERICAN HOLIDAYS

CIF Darmstadt:

Phone:348-6126/7319

Monday-Thursday 08:00-11:30 Turn-In by appointment only
13:00-16:00 Walk-ins: Partial Issue/Turn-In/DXing

Friday 08:00-11:30 / 13:00-16:00 **Issues by appointments ONLY**

CLOSED ON ALL AMERICAN HOLIDAYS

CIF Heidelberg:

Phone: 370-3339/3340

Monday-Wednesday & Friday 08:00-09:30 Walk-In Hours (DXing, partial issue, etc.)
10:00-12:00 Initial Issue / Turn-In (appt. only)
12:00-13:00 **CLOSED**
13:00 -14:00 Initial Issue / Turn-In (appt. only)
14:30-15:00 Offline Issue / Turn-in (appt. only)

Thursday 08:00-13:00 **CLOSED**
13:00-14:00 Turn-In (appt. only)
14:30-15:00 Issues, Turn-ins offline

CLOSED ON ALL AMERICAN HOLIDAYS

CIF Kaiserslautern:

483-8672/8675

Monday-Wednesday & Friday 07:30-11:00 Turn-In by appointments only and DXing
12:30-15:00 Initial Issues, Walk-ins: Partial Issue/Turn-In/DXing

Thursday 07:30-11:00 **CLOSED**

CLOSED ON ALL GERMAN HOLIDAYS

Appendix B. Adjustment Documents.

B-1. This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for lost, damaged or destroyed OCIE items.

AR 735-5 prescribes policies in preparing and processing these documents.

Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than FWT. (AR 735-5)

- a. DD Form 200, Report of Survey.
- b. DD Form 362, Statement of Charges/Cash Collection Voucher.
- c. Damage Statement. (Figure B-1)

NOTE: *Regardless of the method of accounting for property lost, damaged or destroyed, title (ownership) of the property remains with the U.S. Government.*

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, 26TH ASG, ATTN: AEUSG-XX-LS-CIF, Unit
2XXXX, APO AE 09XXX-XXXX

SUBJECT: Damage Statement

1. **(Name, Rank, SSN)** has the item(s) listed below to DX. The damage occurred during field training exercise on (give dates of field training exercise). Exchange of these items for like serviceable items is hereby authorized:

NOMENCLATURE	NSN	Size	QTY
Bag, Clothing Waterproof	8465-01-117-8699		2
Parka, C/W	8415-01-228-1315	MR	1

2. I, or a member of my command have/has reviewed the circumstances surrounding the damage to the above listed item(s) and found no evidence of negligence or willful misconduct.

3. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith
CPT, IN
Commanding

NOTE: Each statement must have an original signature. Individuals for whom the unit commander has approved a damage statement for OCIE will take the statement and the damaged articles of OCIE to the servicing CIF within 30 calendar days upon commander's approval for exchange. If the commander believes negligence/misconduct were involved, a FLI should be initiated. AR 735-5.

APPENDIX C. Conducting OCIE Record Inventories.

C-1. The following inventories are required for OCIE issued to soldiers/individuals.

- a. Upon assignment of a soldier to a unit.
- b. Prior to the soldier clearing the installation.
- c. When a soldier is placed in an absent without leave status (AWOL), hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility, OCIE should be inventoried and secured. This inventory is required only when the soldier has not already secured OCIE in unit facilities, authorized on or off-post bachelor quarters (other than troop billets) or family housing.

C-2. The unit commander will choose an officer, warrant officer or NCO to conduct the Inventory. The chosen person will:

- a. Make sure the soldier's OCIE is not mixed with OCIE of other soldiers.
- b. Prepare two copies of DA Forms 3645/3645-1. Enter the words "Inventoried according to DA PAM 710-2-1" in the name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.
- c. Put the original of DA Forms 3645/3645-1 with the soldier's OCIE. File the copy in the unit absentee files with the soldier's other DA Forms 3645/3645-1.
- d. Secure the inventoried OCIE in unit facilities.

C-3. The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:

- a. Have the soldier conduct a joint inventory, with the commander's designated supply representative, of the property secured during his/her absence.
- b. Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.
- c. Have the soldier sign a release statement and have it posted to the inventory form for items being issued.
- d. Have soldier go to the CIF with adjustment documents for reissue of shortages.

C-4. When a soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave or confined in a military or civilian facility for more than 60 days, the inventory outlined in paragraph C-1c above should be conducted and items turned in to the CIF. The commanders designated supply representative will:

- a. Remove the unit copy of the soldier's DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.
- b. Report the results of the inventory to the commander. The commander will ensure the following actions are taken:
 - (1) Turn in overages as found on installation property.
 - (2) Account for shortages according to AR 735-5. Document numbers will be assigned by the CIF.
 - (3) Turn in the soldier's OCIE to the CIF.
 - (4) The inventory forms and the soldier's DA Forms 3645/3645-1, showing turn-in credit, will be placed in the absentee file.

APPENDIX D. Quarterly Unit Reconciliations.

D-1. All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliations are due three months from their last reconciliation. Units will coordinate an appointment time with the CIF Manager / PBO.

D-2. During the face-to-face reconciliation the unit must have a valid/updated personnel roster. Rosters must be in alphabetical sequence, regardless of rank. As a minimum, the roster will contain the rank, full name, duty MOS, social security number and DEROS of the individual. Any personnel attached/detached from the unit must be listed on the roster.

D-3. Commanders must have appointing orders on record at the CIF. During absences of the assigned commander, the newly appointed commander must provide a set of orders. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) for their supply personnel for the purpose of picking up duplicate copies of clothing records.

D-4. Unit commanders must inform CIF of the current assignment or transfers of individuals. When a soldier is transferred from one unit to another unit within the same organization, a copy of the assignment orders must be provided to the CIF. In addition, the unit clothing record must be transferred to the gaining unit.

D-5. Failure of a unit to comply with the above mentioned requirement(s) would result in the unit being denied DX support from the CIF.

APPENDIX E. Expendable Supplies.

E-1. To provide commanders and unit personnel with information on expendable components and maintenance kits, available to units for the purpose of replacing, repairing and maintaining OCIE, issued to soldiers.

E-2. Expendable supplies required to complete or place an item of OCIE into use will be *initially* stocked at the CIF and issued to individual during in processing.

- a. Expendable items, when becoming damaged, unserviceable or lost will be replaced at the unit level (DA PAM 710-2-1)
- b. The CIF will not stock expendable items for exchange, nor accept OCIE missing expendable components.

E-3. STOCKAGE OF EXPENDABLE CTA 50-900 EQUIPMENT BY UNITS.

- a. Units are authorized to requisition and issue expendable components to the following end items:
 - (1) Field Pack (Line #H39825) - expendable components: strap, right/left shoulder; webbing; cargo tie-down strap, lower back and waist strap.
 - (2) Helmet, PASGT (Line #K34733) - expendable components: headband; chinstrap; center webbing suspensions assembly and screws. (The unit will replace all bands.)
 - (3) Aviation Helmet (Line #H53107) - expendable components: pad sets fitting; strap, assembly; chin pad; and chin strap.
- b. OCIE maintenance is every soldier's responsibility.
- c. A complete listing of authorized expendable supplies to be stocked by units for the repair and maintenance of CTA 50-900 can be found in CTA 50-970.

Nomenclature:

(1) Repair kits authorized for use are:

- (a) Sewing Kit
- (b) Repair Kit, Cold Weather Boot
- (c) Repair Kit, Pneumatic
- (d) Repair Kit, maintenance wet weather

NSN:

8315-01-090-5823
8465-00-753-6335
2640-00-052-6724
3405-00-198-3747

(2) The repair parts for the Kevlar helmet:

- (a) Paint, spray, OD Green
- (b) Walnut shell flour
- (c) Edging, Helmet, 8-2-644-8
- (d) Adhesive EC 1357
- (e) Suspension assembly, XS/S
- (f) Suspension assembly, small

8010-00-848-9272
5350-00-115-3297
8470-01-156-0372
8040-00-165-8614
8470-01-092-7516
8470-01-092-7517

(g) Suspension assembly, medium	8470-01-092-7518
(h) Suspension assembly, large	8470-01-092-7519
(i) Suspension assembly, large	8470-01-092-7519
(j) Band, Helmet w/reflectors	8415-01-110-9981
(k) Screw, Helmet	8470-01-144-2813
(l) A-Nut, Helmet	8470-01-144-5368
(m) Strap assembly chin	8470-01-092-7534
(n) Post,	8470-01-144-5367
(o) Screw	8470-01-144-2811
(p) Washer	8470-01-144-2812
(q) Headband assembly, x-small	8470-01-442-1434
(r) Headband assembly, S, M, L	8470-01-442-1429
(s) Headband assembly, XL	8470-01-442-1430
(t) Clip,	8470-01-144-2814

(3) The repair parts for the Advanced Combat Helmet

(a) Chin Strap w/ Mounting Hardware	8470-01-530-0868
(b) Size 6 Pad Set	8470-01-476-5643

(3) Expendable items for the Frame, Field Pack:

(a) Waist strap with quick release assembly	8465-01-075-8164
(b) Frame Attaching Straps	8465-01-151-2891
(c) Strap, shoulder, right hand	8465-01-078-9282
(d) Strap, shoulder, left hand	8465-01-269-0482

(4) Expendable items for the Canteen

(a) Cap, Water Canteen	8465-00-930-2077
(b) Strap, Cap Water Canteen	8465-01-082-6449

APPENDIX F. Authorized OMIL Issue and Procedures for Special OCIE Issues.

F-1. This appendix contains examples and guidance in preparing a memorandum for requesting issue of CTA 50-900 equipment (MOS & EEC). Along with these examples are 4 Tables, listing OCIE approved for issue (OMIL/Supplemental (MOS) issue/EEC issue/Deployment issue).

F-2. Supply personnel will ensure that equipment issued to soldiers is recorded in the proper clothing records and is signed by the individual.

F-3. Request for issue of MOS items and clothing to Emergency Essential Civilians (EEC) must be done on a memorandum as shown in Figures F-1 and F-2. The individual must hand-carry the memorandum when reporting to CIF.

F-4. ENCLOSURES.

- a. Request for Issue of MOS items to soldiers. ([Figure F-1](#))
- b. Request for Issue of OCIE to Emergency Essential Civilians (EEC). ([Figure F-2](#))
- c. Tables 1-3 taken from AER 710-2-1, listing OCIE items approved for issue.

(FIGURE F-1)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, USAG-HD, ATTN: AEUCG-XX-LS-CIF, Unit
2XXXX, APO AE 09XXX-XXXX

SUBJECT: Request for Supplemental Issue of MOS Specific Items

1. The following individual is working full-time in the MOS, and requires that she/he be
issued supplemental OCIE:

RANK	FULL NAME	SSN	MOS
------	-----------	-----	-----

2. Please issue the required MOS specific equipment, as stipulated in AER 710-2-1,
table 2.

3. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith
CPT, IN
Commanding

(FIGURE F-2)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, USAG-HD, ATTN: AEUCG-XX-LS-CIF, Unit
2XXXX, APO AE 09XXX-XXXX

SUBJECT: Request for Issue of Organizational Clothing and Individual Equipment
(OCIE) to Emergency Essential Civilians (EEC)

1. Request that GS-09, SMITH, THOMAS MICHAEL, 999-88-9999 assigned to
RANK FULL NAME SSN

100TH ASG, Directorate of Logistics be issued USAREUR EEC OCIE for use
OFFICE / UNIT NAME
while participating in _____ in _____.
OPERATION ASSIGNMENT LOCATION

2. The individual is aware that the authorized EEC OCIE issue is a mandatory minimum issue and cannot be broken down or issued piecemeal. Individual will receive all OCIE listed in Table 3 of AER 710-2-1. (This does not include personal clothing.)

3. Once OCIE is verified and signed for, the individual named above assumes full responsibility and liability for any loss or damage (other than fair-wear-and-tear) to the equipment.

4. Individual will report to his/her CIF appointment on time with a copy of their orders and a valid military ID in their possession prior to being issued OCIE.

5. At the completion of assignment/deployment, the individual named above will return all OCIE to the issuing CIF.

6. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith
CPT, IN
Commanding

Table 1

OMIL: (Organizational Military Issue List) *USAREUR units are authorized the following items as their basic garrison issue:*

<u>LIN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
B09054	BOOT, INTERMEDIATE C/W (3)	1
B13907	BAG, BARRACKS	1
B14729	BAG, DUFFLE	1
B15825	BAG, CLOTHING, WATERPROOF	1
B59567	BELT, INDIV EQUIP	1
C96536	CANTEEN, WATER 1QT PLASTIC	2
D11812	CARRIER, INTRENCHING TOOL	1
D49418	DRAWERS, CW (3)	2
D64043	CASE, FIRST AID	1
DA6504	SLEEPING BAG, PATROL (GREEN)	1
DA6506	BIVY COVER	1
DA6553	STUFF SACK	1
DA7043	BASE VEST ASSEMBLY	1
DA7054	YOKE & COLLAR ASSEMBLY	1
DA705V	THROAT PROTECTOR ASSEMBLY	1
DA7065	GROIN PROTECTOR ASSEMBLY	1
F28747	COVER, HELMET CAMO	1
F30391	COVER, CANTEEN	2
F54817	CUP, CANTEEN	2
G39744	NECKGAITER (3)	1
G63382	GLOVES, SHELLS ICW (3)	1
H39825	FIELD PACK, LRG	1
H46744	HOOD, BALACLAVA (3)	1
H90705	FRAME, FIELD PACK	1
J62858	GLOVE, INSERTS, ICW (3)	2
K34733	HELMET, PASGT	1
L00210	INTRENCHING TOOL	1
L70172	LINER, CW COAT	1
L70789	LINER, PONCHO	1
M24944	MAT, SLEEPING SGI	1
N39848	OVERSHOES, MENS	1
P05813	PARKA, WET WEATHER R/S	1
P17415	PONCHO, WET WEATHER	1
P69699	PARKA, CW	1
T35375	TROUSERS, CW	1
T38070	TROUSERS, WET WEATHER R/S	1
U86178	UNDERSHIRT, CW (3)	2
V02073	VEST, TACTICAL	1
YY1890	SLEEPING BAG, INT (BLACK)	1

Table 2

Supplemental OCIE Issue List (1)

Menu # 003 Supplemental Rotary Aviator OCIE Issue (1)

<u>LIN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
C68790	COAT, COMBAT (ABDU)	3
DA152A	DRAWERS, FLYERS ARAMIN (3)	2
DA1564	UNDERSHIRT, FLYERS (3)	2
F82382	BAG, FLYERS HELEMT	1
H46812	HOOD, JACKET, FLYERS ACWCS	1
J23732	JACKET, FLYERS ACWCS	1
J67052	GLOVES, FLYERS (3)	2
L27088	KIT BAG, FLYERS	1
L71107	LINER, JACKET, FLYERS ACWCS	1
T57006	TROUSERS, COMBAT (ABDU)	3

**Menu # 004 Supplemental Combat Vehicle Crewman OCIE Issue
(For MOS 19-Series) (1)**

B85403	BODY ARMOR, FRAG CVC	1
C31189	COVERALLS, CVC, OD GRN	2
H46881	HOOD, CVC BALACLAVA GREEN	1
J67052	GLOVES, FLYERS (3)	1
L14520	JACKET, CVC/AIRCREWMAN CW	1

**Menu # 005 Supplemental Combat Vehicle Crewman OCIE Issue
(For MOS 11A,B, C, M, 13A, F-Series) (1)**

B85403	BODY ARMOR, FRAG CVC	1
C68790	COAT, COMBAT (ABDU)	2
H46881	HOOD, CVC BALACLAVA GREEN	1
J67052	GLOVES, FLYERS (3)	1
L14520	JACKET, CVC/AIRCREWMAN CW	1
T57006	TROUSERS, COMBAT (ABDU)	2

Menu # 006 Supplemental Mechanics OCIE Issue (MOS's Note 6)

C33538	COVERALLS, UTILITY	2
DA3045	BOOTS SAFETY (3)	1

Menu # 007 Supplemental Fuel Handlers Issue (77F)

C68790	COAT, COMBAT (ABDU)	3
DA152A	DRAWERS, FLYERS (3)	2
DA1564	UNDERSHIRT, FLYERS (3)	3
DA3045	BOOTS SAFETY (3)	1
H46182	HOOD FLYER, JACKET	1
J23732	JACKET, FLYERS C/W, C	1
J67052	GLOVES, FLYERS (3)	1
L71107	LINER, FLYER JACKET	1
T57006	TROUSERS, COMBAT (ABDU)	3

Menu # 008 Supplemental Cook OCIE Issue

<u>LIN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
A86247	APRON, FOOD HANDLER (3)	8
DA3045	BOOTS SAFETY (3)	1
S84246	SMOCK, MEDICAL ASST	8
T36211	TROUSERS, MEDICAL ASST	8

Menu # 013 Supplemental Fixed Wing Aviator OCIE Issue (1)

F32055	COVERALLS FLAYERS	3
F82382	BAG, HELMET, FLYERS	1
J67052	GLOVES FLYER (3)	1
L14475	JACKET FLYER	1
L27088	KIT BAG FLYERS	1

Notes:

- (1) The unit commander must give the CIF a written request stating that the individual who requires the equipment is working full-time as an aviator or combat-vehicle crewman and is exposed to an environment that requires the protection provided by this equipment.
- (2) LIN F32055, COVERALLS, FLYERS LIGHTWEIGHT will be issued until supplies are exhausted. At the discretion of the commander, LIN F32055 may be authorized instead of LINs C68790 COATS ABDU and T57006 TROUSERS ABDU for fixed-wing aircraft crewmembers.
- (3) Transferable item.
- (4) Military personnel assigned to combat vehicles and working full-time in the following MOSs are authorized two COATS ABDU (LIN C68790) and two TROUSERS ABDU (LIN T57006): 11A, 11C, 11M, 13A, 13B, 13C, 13E, 13F, 13M, 13P. Other personnel assigned to a combat vehicle MOS (including combat recovery vehicle operators) are authorized two COVERALLS, CVC (LIN C31189).
- (5) Mechanic Coverall MOS's are: 27E, 35G, 44B, 44E, 45E, 45G, 45K, 45T, 51B, 51H, 51T, 51Z, 52C, 52D, 55B, 62B, 62E, 62F, 62H, 62J, 62N, 63A, 63B, 63E, 63G, 63H, 63J, 63M, 63S, 63T, 63W, 63Y and 63Z.

Table 3

Emergency Essential Civilians (EEC) Issue List (1)

<u>LIN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
B13907	BAG, BARRACKS	2
B14729	BAG, DUFFEL	2
B59567	BELT, INDIV EQUIP	1
C96536	CANTEEN, WATER 1QT PLASTIC	1
D49418	DRAWERS, CW (3)	3
D64043	CASE FIRST AID	1
DA6504	SLEEPING BAG, PATROL	1
DA6506	BIVY, COVER	1
DA6553	STUFF, SACK	1
DA7043	BASE VEST ASSEMBLY	1
DA7054	YOKE & COLLAR ASSEMBLY	1
DA705V	THROAT PROTECTOR ASSEMBLY	1
DA7065	GROIN PROTECTOR ASSEMBLY	1
F28747	COVER, HELMET CAMO	1
F30391	COVER, CANTEEN	1
F54817	CUP, CANTEEN	1
G39744	NECKGAITER (3)	1
G63382	GLOVE, SHELL ICW (3)	1
H46744	HOOD, BALACLAVA (3)	1

J62858	GLOVE INSERT NYL-WL	1
K34733	HELMET, PASGT	1
L70172	LINER, CW COAT	1
M24944	MAT, SLEEPING SGI	1
N39848	OVERSHOES, COMBAT VINYL	1
P05813	PARKA, WET WEATHER R/S	1
P17415	PONCHO, WET WEATHER	1
P69699	PARKA, CW	1
T35375	TROUSERS, CW	1
T38070	TROUSERS, WET WEATHER R/S	1
U86178	UNDERSHIRT, CW (3)	3
YY1890	SLEEPING BAG, INTERMEDIATE	1

The following is a list of authorized personal clothing (2):

<u>LIN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
B60252	BELT, BLACK TROUSERS	1
C06749	BOOT, COMBAT, BLACK LEATHER	2
C01123	CAP, COMBAT WOODLAND CAMO	1
C43302	COAT, WOODLAND CAMO, TEMPERATE	3
E43851	COAT, CW	1
G48939	DRAWERS, COTTON	6
T93335	SOCKS, WOOL NYLON COTTON CUSHION SOLE	6
W69891	TOWEL, COTTON BATH	2
T35160	TROUSERS, WOODLAND CAMO, TEMPERATE	3
X86565	UNDERSHIRT, COTTON BROWN	6

NOTES:

(1) USAREUR EECs will draw OCIE and personal clothing items only when notified of deployment for contingency operations unless the commander authorizes pre-deployment issue. At completion of the operation, OCIE will be turned in to the CIF. Commander of the unit to which the EEC or civilian is assigned or attached will verify that the individual is deploying.

(2) Paragraph 3-7, AR 700-84, specifies the procedures for obtaining personal clothing items for DOD civilians and contractors who are required to wear only clothing and footwear during field exercises or while accompanying the force in support of contingency operations. Individual's unit of assignment and attachment is responsible for funding personal clothing requirements.

(3) Transferable items.

APPENDIX G. Serviceability Standards for OCIE.

G-1. This appendix provides specific inspection/classification procedures and standards for acceptance of OCIE by CIF personnel. The guidance provided will simplify and reduce the time expended by individuals in clearing the CIF.

G-2. RESPONSIBILITIES.

- a. Commanders, supervisors and supply personnel are responsible for ensuring that personnel processing out of the unit have their OCIE inspected and cleaned prior to out-processing through CIF.

- b. CIF personnel will inspect all OCIE being turned in, and ensure its cleanliness, size and quantity.
- c. Soldiers will:
 - (1) Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.
 - (2) Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.
- d. Unit supply personnel will:
 - (1) Follow the guidance in TM 10-8400-201-23, and inspect OCIE periodically or as prescribed by directives. All inspections will be documented on DA Forms 3645/3645-1. The inspection of OCIE, for individuals departing the unit, should be conducted at least 4 weeks prior to ETS/PCS.
 - (2) Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.

G-3. INSPECTION PROCEDURES.

- a. CIF personnel will be the final governing authority in judging the serviceability of all equipment.
- b. OCIE may qualify for DX at the CIF when the item meets the criteria established by the definition of FWT.
- c. Unserviceable equipment must be thoroughly inspected to ensure the item was not damaged as a result of improper maintenance or exchanged for an item that was previously disposed of through property disposal channels (DRMO).
- d. When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.
- e. When an item becomes unserviceable through other than FWT, the unit commander must complete an investigation into the circumstances by which the equipment became unserviceable. The commander's investigation will determine if the damage to the item(s) was the result of negligence or misconduct by the individual. If OCIE is damaged during a field exercise, a signed damage statement (figure B-1) will accompany the soldier and equipment to the CIF for exchange.

NOTE: ALL FWT IS CONSIDERED ACCEPTABLE. AND DOES NOT NEED TO BE TURNED-IN BEFORE THE TURN-IN APPOINTMENT.

G-4. INSPECTION STANDARDS for all OCIE is as follows:

- a. CLEAN

- b. DRY
- c. FREE OF ODOR
- d. FREE OF ANIMAL HAIR
- e. FREE OF DUST

G-5. HELPFUL HINTS.

- a. All buttons must be on and not broken or cracked.
- b. The user can repair all small holes (less than ½ inch).
- c. Stains can be removed by following the directives in FM 21-12 (Care and Maintenance of OCIE).
- d. Coveralls that are saturated with petroleum will not be accepted. They can attempt to be washed and the petroleum removed. If the petroleum will not come out then a turn-in to the safety officer to HAZMAT can be done. When this is done the CIF will need a memorandum from the HAZMAT officer or the safety officer to prove that the item was disposed of in the proper manner.
- e. Overshoes, entrenching tool covers and canteens with black marks and skid marks will only be accepted after you have tried to remove the marks and failed.
- f. Ensure that the neck and foot area on the sleeping bag is clean.
- g. Lubricate all zippers with "zipper ease".
- h. Pin holes in waterproof bags are acceptable.
- i. OCIE with adhesive glue/tape still attached or with markings will not be accepted and needs to be removed. Names and other methods of identification will result in rejection of the item.
- j. The use of body putty on the helmet is not authorized. Helmets with any indication that a repair has been made will not be accept
- k. Patches are acceptable only if they are properly done. All repairs must be made with thread the same shade as the item repaired. Sewn repairs that cause a wrinkle in the item are not acceptable. Repairs made with iron-on patches must have round corners. Tape repairs, when authorized, must have round corners. If iron-on/tape-repaired area exceeds size of hole by ½ inch, repair must be redone.
- l. Inspect each OCIE item, the inside as well as the outside.
- m. Look for damage of web equipment caused by machine washing/drying. This causes the fillings, padding and thread to shrink and melt rendering the item unserviceable.

n. OCIE THAT CAN BE LAUNDERED:

- Bag Barracks
- Bag Duffel
- Blanket, Wool
- Drawers Cold Weather
- Cover, Helmet Camo
- Hood Balaclava
- Liner, Coat
- Scarf, Wool
- Shirt, Cold Weather

o. QM LAUNDRY ITEMS:

- Aprons
- Bag, Barracks
- Bag Flyers
- Blanket, wool
- Coat, Medical
- Parka, Cold Weather (Gortex)
- Trousers, Cold Weather (Gortex)
- Trousers, Medical
- Sleeping Bag

p. OCIE **NOT** AUTHORIZED TO BE LAUNDERED IN COMMERCIAL MACHINES (FM 21-15):

- Bag, Clothing Waterproof
- Belt, Individual Equipment
- Body Armor, Fragmentation
- Base Vest (IBA) and Components
- Carrier Entrenching Tool
- Case, First Aid
- Case, Small Arms
- Cover, Canteen
- Field Pack
- Mat Sleeping
- Overshoes Boot Combat
- Parka, Wet Weather
- Strap, Field Pack
- LCE
- Suspenders Trousers
- Trousers, Wet Weather